

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-05-R108

POSITION: Clinical Specialist; DS-301-9/11/12

OPENING DATE: 9/13/05

CLOSING DATE: OUF

IF "OPEN UNTIL FILLED"

9/23/05

SALARY RANGE: \$37,903-\$70,552 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL:

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: 2

AGENCY: Child and Family Services Agency (CFSA), ODDCP

DURATION OF APPOINTMENT: | | Permanent | | Term (13 months to 4 years) NTE: Four (4) years

Temporary (Up to 1 year, Not-to-Exceed)

X This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

Works as a Clinical Specialist in the Child Support Services Division, Child and Family Services Agency (CFSA), responsible for performing a variety of clinical support duties. Maintains an accurate census of all children in the assigned inpatient psychiatric acute care hospital, meets with children and staff in psychiatric hospitals on an ongoing basis to keep abreast of children's mental status, recommendations and plans for discharge, initiates discharge planning upon admission for children in acute care setting, coordinates plans with social workers, family members, CFSA placement office workers and others involved in the child's care, reviews clinical evaluations, documentation and recommendations to develop a therapeutically appropriate discharge plan in conjunction with the social worker, identifies barriers for discharge, develops interventions to overcome barriers and implements solutions to ensure children are placed in the most appropriate and less restrictive services once stabilized, maintains current information on a spreadsheet, provides to administration of CFSA upon request, facilitates clinical, disruption and family group conferences as necessary; Documents staffing in FACES within 48 hours and completes reports within 5 business days and submits to Scheduling Specialist along with conducting follow up staffing to ensure a developed plan has been implemented and revision made when necessary; Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Thorough knowledge of the principles and practices of social work as evidenced by a Bachelor's Degree (BSW)/ Masters degree preferred; 5 yrs. Of professional experience in a field of social science, to provide clinical support services to individuals and families.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the child welfare field and to provide clinical support services for individuals and families;
2. General knowledge and skill in current management concepts and practices to effectively interface clinical duties with agency social work goals and objectives;
3. Skills to develop appropriate interpersonal relationships and ability to communicate effectively both orally and in writing; and
4. Knowledge of the principles and practices of social work

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373
<u>EMAIL TO:</u>	cf saj obs@dc.org		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.